

TAB

31 October 1975

MEMORANDUM FOR: Chief, Policy and Plans Group

SUBJECT : MBO Objective OS-D 01-76

REFERENCE : DD/P&M Memo to DD/PSI and DD/PTOS
dtd 19 Sept 75, Subject as above

In reply to reference memorandum, categories are indicated below as requested in paragraph 4, Milestone two:

A. Office Files:

| | | |
|--------------------------|---------------|------------------------------|
| Physical Security | 2 cubic ft. | (c) |
| " " | 1 cubic ft. | (d) |
| Technical Security | 3/4 cubic ft. | (c) |
| " " | 1/4 cubic ft. | (d) |
| Liaison - Agency & Other | 1 cubic ft. | (c) |
| Chronology | 1 cubic ft. | (transferred to OS Registry) |
| " | 1/2 cubic ft. | (c) |
| Miscellaneous | 12 cubic ft. | (c) |
| " | 1 cubic ft. | (d) |

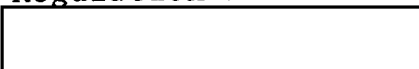
B. Card-size Files:

Employee Identification
cards & Document Con- 1/4 cubic ft. (c)
trol tickets

C. Reference Material:

Regulation Books

STAT



Training Manual

3 cubic ft. (c)



STAT

Deputy Director of Security (PTOS)

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STAT

MBO Objective OS-D 01-76

FROM:

Policy and Plans Group
4E 58, Headquarters

EXTENSION

NO.

DATE

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/PPG (HAS SEEN)

19 NOV 75

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2.

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15.

The attached represents Milestone #2 of MBO Objective OS-D 01-76. Individual OS components have categorized their records and, except for SRD, measured the volume in each category. SRD cannot measure or at this time estimate the volume in each category.

Excluding SRD, OS components have identified approximately 134 cubic feet of files which either "must or can" be destroyed (about 1% of our entire holdings).

C/SRD is submitting a status report by 21 November 1975 concerning the Rockefeller Commission recommendation to identify for destruction "dissident" information and the 10% reduction effort. This report will discuss the magnitude of these related objectives and identify possible future actions.

It is noted also that the Front Office has not yet submitted the categorizations of its files. A reminder to DD/P&M at an early opportunity appears in order.